Tabs on Demand Computer Configuration Settings

1. Log on as a local administrator.

2. Install "Print Services for Unix'
   2.1. Select Add/Remove Windows Components from the Add or Remove Programs applet of Control Panel
   2.2. Check the box for 'Other Network File and Print Services' and click Details to verify 'Print Services for Unix' is checked.
   2.3. Click 'OK', 'Next', the install process will start. You maybe prompted for a window XP CD. Point to the \\I386 directory on the local drive.
   2.4. Click 'OK' when the install is complete.
   2.5. Start the "TCP/IP Print Server" service and set it to start automatically.

3. Install a new Windows printer queue.
   3.1. Double click the 'Printers and Faxes' and. select 'Add a Printer'
   3.2. Click 'Next' on the add printer wizard.
   3.3. Select the option for local printer attached to this computer. Leave the box for automatic detection **UNCHECKED.**
   3.4. Click 'Next' then select the port your current local printer is using and click 'Next'
   3.5. Select the correct printer driver (PCL6 drivers are a problem. Select PCL5 or 5e) for your printer. Click 'Next'
   3.6. Select 'Keep the existing driver' radio button and click next.
   3.7. Name the printer 'FORMPORT' and dot not set to default. 'Click Next'
   3.8. Share the printer as 'FORMPORT' Click 'Next'
   3.9. Add the office location and a comment stating 'For use with MVD TOD Printing'
   3.10. Do not print a test page. Click 'Next'
   3.11. Click 'Finish'

4. Change Printer Settings   (Note: Actual screens may vary depending on printer driver)
   4.1. From the 'Printers and Faxes' Right Click the 'FORMPORT' printer and select 'properties'
   4.2. Change **BOTH** the 'Printing Preferences' and the 'Printing Defaults' sections to reflect the following settings.
      4.2.1. 600 DPI Resolution
      4.2.2. Paper Source (Manual Feed Tray1)
      4.2.3. Economode: Off
      4.2.4. Paper Type is 'Cardstock'
      4.2.5. REt: Off